Assessment Form for Places of Worship (POW) Protective Security Funding Scheme 2019-2020

About the scheme
The scheme is part of our wider cross government work to stop all forms of hate crime\(^1\) by providing protective security measures to places of worship and associated faith community centres\(^2\) in England and Wales that are vulnerable to a hate crime attack. The scheme covers all religious faiths, apart from the Jewish community who are exempt as a similar commitment was made to fund Jewish community sites through a grant to the Community Security Trust. Prominent places of worship may already be engaging with their local Police Counter Terrorism Security Adviser (CTSA). If so, then the CTSA can perform the survey instead of the Designing Out Crime Officers (DOCO).

Aim of the scheme
- Through independent and expert review, identify places of worship and associated faith community centres at greatest risk of criminal damage and physical attacks as a result of hate crime and that would potentially benefit from the implementation of security hardening measures.
- To provide security hardening measures for places of worship and associated faith community centres that are vulnerable to criminal damage and physical attacks due to hate crime.
- Through provisions of measures, to provide a level of reassurance to places of worship and associated faith community centres.
- Mitigate the impact of hate crime offences, including but not limited to:
  - Criminal damage (vandalism, graffiti, arson)
  - Public order (inside the property)

Brief explanation of grant process
Places of worship and associated faith community centres must arrange a site assessment with their local Police DOCO (or if relevant their CTSA) – and following recommendations, submit their application with hate crime evidence for POW funding. The security installation contractor for the scheme will then schedule with the place of worship or associated faith community centre a quotation assessment appointment to provide them with quotes for the recommended security measures (see ‘Places of Worship Protective Security Funding Scheme - Guidance for Applicants’, on Gov.UK for full details). The applications, including an assessment form from DOCO / CTSA, will then be assessed by an Independent Advisory Panel made up of faith representatives and security experts who will recommend to the Home Office which applications should be funded.

\(^1\) Any crime that is motivated by hostility on the grounds of race, religion, sexual orientation, disability or transgender identity can be classed as a hate crime. For this scheme, we are focusing on religion.

\(^2\) We define this as a community centre run by a place of worship or near a place of worship that is faith based.
Your role
To carry out an assessment on the security requirements for the places of worship or associated faith community centre that has approached you as part of the grant process. The Home Office has requested this year for the assessor to rank the recommended security measures in order of importance within this form. This will assist the Independent Advisory Panel with prioritising applications should the POW scheme become oversubscribed this year. You must be satisfied that there is evidence of vulnerability to hate crime before you proceed (not to be confused with anti-social behaviour (ASB)).

Assessment
The assessment is a full site survey to assess the physical vulnerabilities of the site and to provide recommended security measures to mitigate against the site’s vulnerabilities to hate crime.

Each assessment should identify and prioritise the three security measures that will be most effective for that particular building and will help mitigate against possible future hate crime offences, as detailed in the aims section above. This can include the following measures only:

• CCTV
• Fencing and/or railings
• Gates
• Doors
• Windows
• Alarms
• Locks
• Access control
• Intercom systems
• Lighting

The Home Office want to ensure a fair distribution of security investment and would like to approve as many bids as possible. Therefore, please focus your assessment on what measures are needed and appropriate (while assuring the welcoming nature of these sites).

Please complete the 4-page form overleaf alongside the relevant parts of Annex A. An application’s chance of success is more likely if information is complete and clear reasoning and evidence is provided.
### Security Survey
To be completed by the DOCO or CTSA.

**Notes:**
1) If the place of worship has already engaged with a Police Counter Terror Security Advisor (CTSA) then this assessment can be completed by the CTSA.
2) Please note only initial capital costs will be covered under the scheme. Associated costs, including maintenance or monitoring fees would have to be covered by the place of worship or associated faith community centre.
3) Funding for security relates to the safety and security of the occupants and building fabric (not artefacts and contents). Advice can be provided on items such as safes etc. but this funding scheme does not cover this.
4) Upon signature and return of the assessment form all parties confirm that the assessment has been carried out in accordance with the terms of the scheme and that the assessor has no personal or business relationship with the place of worship or associated faith community centre.

#### 1. Place of Worship/ associated faith community centre

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A</td>
<td>Name of place of worship / associated faith community centre:</td>
</tr>
<tr>
<td>B</td>
<td>Address:</td>
</tr>
<tr>
<td>C</td>
<td>Faith community (i.e. Muslim/Hindu/Sikh/Christian etc)</td>
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<tr>
<td>D</td>
<td>Is the building listed (of historical or architectural importance)?</td>
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<tr>
<td>E</td>
<td>Is the building in a conservation area?</td>
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</table>
2. Hate Crime

<table>
<thead>
<tr>
<th></th>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>A</td>
<td>Are you satisfied that the place of worship or associated faith community centre is vulnerable to a hate crime attack?</td>
<td></td>
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<tr>
<td>B</td>
<td>Can you provide a very high-level overview of hate crime offending across the local area of the place of worship/ associated faith community centre? (NB. Local area will vary from area to area, for example, within London a local area may be a much smaller radius, while in a more rural county it may cover a much larger distance. Please use your local knowledge to inform this answer).</td>
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3. Security Survey

Please refer to the Places of Worship (POW) Protective Security Funding Scheme Guide for DOCOs / CTSAs and the Operational Requirements (Annex A) when completing this section:

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<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td><strong>Boundary Security</strong></td>
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<tr>
<td>A</td>
<td>Are there any signs of hate related graffiti?</td>
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<tr>
<td>B</td>
<td>Is there a clearly defined exterior boundary?</td>
<td></td>
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<td>C</td>
<td>Are there any security measures on the exterior boundary (e.g. gates, fences, defensive hedging etc.)</td>
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<tr>
<td>D</td>
<td>Is landscaping well maintained? Does it provide areas of concealment?</td>
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<td>E</td>
<td>Is there any natural surveillance (e.g. properties overlooking the premises etc.)?</td>
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<tr>
<td>F</td>
<td>Is the lighting outside of the premises in good working order and is there sufficient lighting to cover the perimeter of the premises?</td>
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<tr>
<td>G</td>
<td>Is there legitimate access to the external boundary that may cause concern (e.g. footpath to rear of premises)</td>
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<td>H</td>
<td>Is vehicular access to the building envelope restricted? Is there any dedicated secure car parking?</td>
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<tr>
<td>I</td>
<td>Is there any external fuel storage (e.g. oil/gas tanks)?</td>
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<tr>
<td><strong>Building Shell Security</strong></td>
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<tr>
<td>J</td>
<td>Doors</td>
<td>Do they provide adequate security?</td>
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<tr>
<td>K</td>
<td>Windows</td>
<td>Do they provide adequate security?</td>
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<tr>
<td>L</td>
<td>Roof</td>
<td>Is there easy access to the roof that could then provide access to the building?</td>
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<td>M</td>
<td>Mail Delivery</td>
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</table>
|   | Is mail delivered directly into the building (e.g. letter plate in door)?
|---|---|
| N | CCTV 
Do the premises have a fully functioning CCTV system that meets the latest industry standards; is there a maintenance agreement and does it cover all entrances and exits? |
| O | Alarm 
Do the premises have a fully functioning intruder alarm that meets the latest industry standards? |
| P | Access Control 
Do the premises have a fully functioning access control system that meets the latest industry needs and does it cover all entrances and exits? |
| Q | Occupant Safety 
Are any measures in place for staff/congregation should intimidation or a violent incident occur e.g. panic buttons, personal alarms? |

4. **Recommendation from DOCO / CTSA (this will be considered by Esotec Limited, the Home Office, and Independent Advisory Panel)**

   Please ensure your recommendation is typed up, answering the questions below *(please keep your answers to a maximum of 2-3 paragraphs)*.

<table>
<thead>
<tr>
<th></th>
<th>Based on the information from the above survey, please list your recommendations and include information clarifying exactly what security measures you are recommending for the premises as well as what security risks the measures will help to mitigate against.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
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<tr>
<td>B</td>
<td>Please prioritise the three security measures that will be most effective for this particular place of worship / associated faith community centre. 1. 2. 3.</td>
</tr>
<tr>
<td>C</td>
<td>What other nil/low cost measures could be employed to mitigate these security risks and to what extent would these mitigate the security risk?</td>
</tr>
</tbody>
</table>

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5. **Operational requirements for security measures (Annex A)**

Please complete the relevant three questionnaires at Annex A that relate to the security measures you have recommended at 4B above. This is to help Esotec Limited to install measures that meet the place of worship or associated faith community centres’ needs.

6. **Organisation** (details of person who conducted the survey). Please ensure you sign and date the form.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td><strong>A</strong></td>
<td>Print name:</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>DOCO / CTSA:</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Police force:</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>E-mail address:</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Address:</td>
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<td><strong>F</strong></td>
<td>Tel No:</td>
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<td><strong>G</strong></td>
<td>Signed:</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Date:</td>
</tr>
</tbody>
</table>
ANNEX A - Operational requirements for security measures on places of worship or associated faith community centre sites

Please complete the three relevant questionnaires below.

1) **CCTV**

a) Identify the areas that need CCTV coverage.

b) What potential threat(s) or activity do you wish to monitor?
   - [ ] Public safety
   - [ ] Hate crime incidents
   - [ ] Anti-social behaviour
   - [ ] Criminal damage (vandalism, graffiti, arson)
   - [ ] Public order (inside the property)
   - [ ] Unauthorised entry

c) How much detail do you need in the picture?
   - [ ] Monitor a large area – the figure occupies at least 5% of the screen height. An observer should be able to monitor the number, direction and speed of movement of people across a wide area, providing their presence is known i.e. they do not have to be searched for.
   - [ ] Detect individuals approaching a building – the figure occupies at least 10% of the screen height. With a degree of certainty, an observer would be able to determine whether or not a person is present.
   - [ ] Observe the actions of a group – the figure should occupy between 25%-30% of the screen height. Some characteristic details of the individual, such as distinctive clothing, can be seen, whilst the view remains sufficiently wide to allow some activity surrounding an incident to be monitored.
   - [ ] Recognise known individuals at an entrance – the figure should occupy at least 50% of the screen height. With a degree of certainty, an observer would be able to determine whether or not an individual is the same person they have seen before.
   - [ ] Identify an unfamiliar individual - the figure should occupy 100% of the screen height. The picture quality and detail should enable the identity of an individual to be established beyond reasonable doubt.
   - [ ] Capture vehicle registration numbers, if applicable.

d) Who will be responsible for monitoring the CCTV screens?
   - [ ] No-one – recording and post event investigation only
   - [ ] Local monitoring only – casual monitoring
☐ Local monitoring only – dedicated personnel
☐ Remote monitoring via an Alarm Receiving Centre (ARC). Please provide details, if known.

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e) If the system needs monitoring live by an ARC, what hours during the day and what days in the week is it required?

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f) Is there a dedicated CCTV control room in the building?

☐ Yes
☐ No

g) If yes, where is it located

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h) If no, where will the recording equipment and screen(s) be located?

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i) What happens when an event occurs?

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j) How will the images be viewed?

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k) Who will require access to the images (e.g. police, etc.)?

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l) How will the images be replayed (e.g. is special software required?)

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2) **Fencing and/or Railings (Pedestrian)**

a) Identify the boundary area to be protected

☐ Front
☐ Left side
☐ Right side
☐ Rear

b) What does the existing boundary consist of?

☐ Fencing
☐ Brickwork
☐ Railings
☐ Hedgerow

c) What is/are the function(s) of the intended boundary?

☐ Demarcation of boundary
☐ To control pedestrian access/egress
☐ To deter against casual intrusion
☐ To protect against criminal intrusion
☐ To provide hostile vehicle mitigation

d) Vulnerable points - list the features that will reduce the effectiveness of the perimeter fence (areas of cover, trees, foliage, adjacent buildings, other climbing aids.)


e) List the number of entry/exit points (e.g. doors/gates/turnstiles)


f) What is the required boundary height at the front of the building?

☐ 1m
☐ Other (please give reasons)


g) What is the required boundary height at the side/rear of the building?

☐ 1.8m
☐ 2.1m (planning permission may be required)
☐ 2.4m (planning permission may be required)
☐ Other (please give reasons)
3) **Fencing and/or Railings (HVM) – CTSA Only**

   a) Identify the boundary or area to be protected

   ☐ Existing/proposed perimeter or building structure
   ☐ Vehicle Access Control Point (VACP)
   ☐ Emergency access control

   b) Period of concern (i.e. over what time period is the location vulnerable to vehicle borne threat?)

   c) Identify the priority function(s) of the HVM measure(s):

   ☐ Maintain blast stand-off
   ☐ Prevent encroachment
   ☐ Stop penetrative attack
   ☐ Control vehicle access
   ☐ Enforce speed management measures

   d) Identify constraints that could physically restrict the use of HVM measures:

   ☐ Available foundation depth
   ☐ Location and depth of underground services
   ☐ Overhead constraints
   ☐ Topography (i.e. the contours of the land)

   e) Identify applicable rules and regulations that could prohibit the use of certain HVM measures, e.g. Local Authority constraints, highways issues, planning approval, Sites of Special Scientific Interest (SSSI), site operational restrictions.

   f) What are the success criteria and how are they measured?

   ☐ Integration with other security measures
   ☐ Integration into the public realm
   ☐ Aesthetics
   ☐ Budget
   ☐ Reduce vulnerability level
4) **Security Lighting**

a) **Area(s) of concern:**

Identify the boundary or area to be illuminated. (Where an area is large or complicated it is advisable to break it down into smaller units and to complete a separate checklist for each).

Identify key features, buildings, etc. that need to be illuminated.

Include areas NOT to be illuminated, neighbour’s property, etc.

List all roads and railways near the boundary.

b) **What is (are) the primary function(s) of the lighting system?**

- ☐ Deter unlawful entry
- ☐ Aid visual observation
- ☐ Support CCTV surveillance to aid recognition of skin tones and clothing colours
- ☐ Vehicle/pedestrian access point
- ☐ Emergency lighting

c) **Existing lighting:**

State which lighting already exists. What is the impact of street lighting / other lighting outside the site? Amenity and building lighting within the site? What lamp types are in use? Column height?

d) **Vulnerable points:**

List features which will reduce the effectiveness of the lighting system (trees, areas of cover).
e) Consider external constraints:

5) **Access Control**

a) Area(s) of concern:

Identify the areas, building(s) or room(s) where access is to be controlled. Is the building/site to be ‘zoned’.

b) What is the function of the access control system?

- To control people and/or vehicles?
- Will it be a manual system (key and lock) or an automated access control system (AACS)?
- Will the system be remotely monitored? If so provide details.

c) Vulnerable points:

Show or list points where access is to be controlled.
Identify all other points of entry to the areas that will need to be secure.
Indicate which points are emergency exits.

d) External constraints:

Are there any Legal requirements? If so, what are they, e.g. Health & Safety or Disability & Discrimination Act (DDA)?
Associated barriers to access control – what environmental weathering needs to be considered if the system is to operate outside (this could differ greatly if the site is exposed to coastal conditions)?

e) Operational issues:

Fire Officer’s requirements: (Points to consider)

- Release on emergency?
- Muster points (areas where staff and visitors gather in an emergency)?
- Need for occupation reports by number and location (Impacts on anti-tailgating, anti-passback and swipe in/out)?
- What are the requirements for disabled access?
- When will the system be operational (i.e. during a working day or out of office hours only)?
- Have you a dual door system whereby the outer door or barrier is mechanically locked out of hours?
- What is your expected throughput/footfall?
How will access be controlled for:

- Disabled visitors?
- Other non-pass holders?
- Contractors?

f) Performance criteria: (Points to consider)

- Proximity, proximity plus PIN?
- Swipe, swipe plus PIN?
- Keypad?
- Enrolment/removal of users on system?
- Level of security requirement. It is a SEAP approved system?
- Is it commensurate with other barriers and systems?
- Zoning?
- Alarm for forced entry and/or door open sensor?
6) **Doors, Windows and Locks**

a) **Vulnerable points:**

List the location(s) of easily accessible doors and windows, including their current condition, what material they are made of (timber, PVC-U, aluminium, composite) and what security measures are required?

b) What is (are) the function(s) of the easily accessible door, windows and locks?

- [ ] To protect personnel
- [ ] To deter unlawful entry into a building or area

b) Performance requirement for easily accessible doors, windows and locks:

- Size of venue and visitor throughput?
- SBD police preferred specification and door, window and lock standard?
7) **Intruder and Hold-Up Alarms**

a) **Area(s) of concern/vulnerable points:**

Identify the areas, building(s) or room(s) which would be covered by the alarm system.

b) **What is (are) the function(s) of the alarm system?**

- [ ] To protect personnel
- [ ] To deter entry into a building or area
- [ ] To provide a point of detection
- [ ] To provide proof of compromise

c) **How will the Alarm System be monitored?**

- [ ] Connected to Alarm Receiving Centre (ARC)
- [ ] Connected to police
- [ ] Local console
- [ ] Audible alarm
8) **Intercom System**

a) Will the system require remote or on-site access only?

b) Will the intercom system be required to integrate with other parts of the site security measures, e.g. access control system, Alarm Receiving Centre (ARC)?
9) **Gates**

   a) Add any details/requirements below: